



**Trinity Oaks Christian Academy
Extended Care Registration Form
2018-2019**

Student Name _____ Grade _____ Birthday _____

Student Name _____ Grade _____ Birthday _____

Student Name _____ Grade _____ Birthday _____

Parent's Names _____

Address _____

City, Zip _____

Home Phone _____

Father's Cell Phone _____

Mother's Cell Phone _____

Other Phone Numbers _____

Before-school Fees & Times: 7:00 – 8:15 a.m. / Late Start 7:00 – 9:15 a.m.

- \$7.00 per day / \$10.00 per day Late Start Mondays

After-school Fees & Times: 3:00 – 5:00 p.m.

- \$3.00 per half hour

Children must be picked up by 5:00 p.m. A fee of \$15.00 will be charged, for every 15 minute increment a child is picked up late.

Please check all that apply:

Before-school care:

- ___ **Regular, ongoing** use of before-school care TIME of Drop-off _____
 ___ Monday through Friday
 ___ Part-time (not every day M-F): Please circle days below:
 M T W TH F

After-school care:

- ___ **Regular, ongoing** use of after-school care TIME of pick-up _____
 ___ Monday through Friday
 ___ Part-time (not every day M-F): Please circle days below:
 M T W TH F

Husky Pup care:

- ___ **Regular, ongoing** use of Husky pup care
 ___ Monday, Wednesday, Friday 11:30 a.m. – 3 p.m.
 ___ Part-time (not every M,W,F): Please circle days below:
 M W F

Emergency Contact #1 (other than parents):

Name _____ Relationship _____

Phone Numbers _____

Emergency Contact #2 (other than parents):

Name _____ Relationship _____

Phone Numbers _____

Emergency Contact #3 (other than parents):

Name _____ Relationship _____

Phone Numbers _____

Individuals authorized to pick-up students (in addition to parents and emergency contacts):
Only the individuals listed below will be allowed to pick up child(ren). Please include older siblings names who are authorized to pick-up your child(ren).

Name:

Cell Phone Number:



Allergies (food, environmental, medications, etc.):

My child will need medication dispensed during extended care hours and I have a Dispensing Medication Approval form on file in the school office. Please read the attached section of Family Handbook for guidelines.

I hereby register my child in the Trinity Oaks Christian Academy Extended Care program. I agree to abide by the fees, guidelines, and parameters expressed by the school in the Extended Care Parent Handbook, and understand that Trinity Oaks Christian Academy has the sole right to amend or end the program at any time. I understand that amendments to my student(s) authorized pick-up list must be made by me in writing.

Registering Parent's Name

Date

Allergies (Life-threatening)

Trinity Oaks has developed a set of guidelines to assist faculty and staff in balancing the safety of students with life-threatening allergies with the rights of other students. Because the most common of these life-threatening allergies are based on food items commonly found in the classroom, we desire to attempt to reduce the risk of accidental exposure to these foods by working with students, parents, and physicians to provide a safe educational environment for food-allergic students.

It is the responsibility of the parents of children with life-threatening allergies to notify the school of their child's allergies and to complete and submit to the school office a Food Allergy Action Plan form and Dispensing Medicine Authorization form along with all required rescue medications. A new form must be submitted at the beginning of each school year. All parents and students are asked to respect any modifications made in classrooms to ensure the safety of fellow students.

In the case of a potential anaphylactic reaction, parents will be required to provide the school with an emergency kit containing medications that would treat the child's allergic reaction (such as an EpiPen) for both the homeroom teacher and the school office.

Medications

** New medication-related forms are required each school year. **

All medication must be kept in the office. Do not send any medication in lunches, pockets, or school bags. No student may have any medication on his/her person or in a storage area assigned to him/her except as noted below for asthmatic students.

Prescription Medications:

There is no nurse on duty at Trinity Oaks Christian Academy. Therefore, whenever possible, medication should be administered at home. However, we realize that under certain circumstances, it is in the best interest of the student to take medication(s) during the school day. Only those medications that are necessary for the educational and health interest of the students will be administered at school. No prescription medications are dispensed without written direction and signature of the prescribing physician and the signature of the parent/guardian on the Dispensing Medicine Authorization Form (DMA) obtained from the school. The fully completed DMA form must be on file BEFORE any medication will be administered. The school retains the right to require further instructions with regards to administering any medication.

In order to insure compliance with the rules for administering medication at school, the medicine to be administered is to be in the original container properly labeled with the student's name, directions for administration, (including the dose), and the physician's name and phone number. The student is responsible for coming to the office to take the medication. The parents of the student must assume responsibility for informing the school of any change in the child's health or change in the medication. Trinity Oaks' staff assumes no responsibility for the proper administration of such medication and specifically disclaims any adverse effects after such administration.

Over the counter medications

such as cough drops, Tylenol, cough syrups, etc., are not to be sent to school with the student. Students who require the use of such medications will be expected to have a doctor's order to receive them. Use of such medications at school is highly discouraged.

Non-prescription pain relievers will not be dispensed to any member of the student body. If a student requires occasional Tylenol for minor aches and pains such as those caused by braces, menstrual cramps, etc., they must have a DMA form on file in the office complete with doctor's authorization. All over the counter medication must be in their original packaging, labeled with your child's name, and stored in the school office.

Asthma Inhalers:

If a student has been diagnosed with asthma and requires an inhaler at school, the student's parent/guardian must provide the school with a fully completed DMA form as well as an Asthma Action Plan, fully completed by a licensed healthcare provider.

Asthmatic students may carry an inhaler with them if the school has a current DMA form signed by the parent which specifically indicates that the student may "Self-carry and self-administer." In these cases, it is strongly recommended that an additional inhaler for the student be held in the school office in case the student experiences a respiratory emergency and does not have it on his/her person. Parents are to take full responsibility for the risks and consequences associated with not providing the office with additional prescribed rescue medications.

Allergy Emergency Medications

(See "Allergies" section.)

Diabetes Medication:

If a student has been diagnosed with diabetes, in addition to the DMA form, the student's parents/guardian must provide the school with a complete Diabetes Medical Management Plan (DMMP) and all prescribed diabetic medications. The students' parent/guardian shall be responsible for informing the school in a timely manner of any changes to the DMMP and their emergency contact numbers.

The school retains the discretion to reject request for administration of medication. No medication or preparation (prescribed or over the counter) shall be administered by school personnel unless and until the aforementioned requirements are met. Trinity Oaks Christian Academy or its employees are not responsible for any errors in administering medication.

Unused portions of medication left at the end of the school year, and not picked up within 30 days, will be properly disposed of.